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ABSTRACT

Ten one-page instructional guides designed to assist Austin Community College (ACC) students in using the library and in writing research papers are presented in this series. The titles of the guides are: (1) "The Media Collection (We have more than books in the LRC)"; (2) "Encyclopedias"; (3) "Finding Books"; (4) "Finding a Dictionary or Thesaurus"; (5) "Finding Periodical Articles"; (6) "Search Strategy"; (7) "Selecting and Narrowing a Writing Topic"; (8) "The Writing Process"; (9) "Documentation (Doing Quotes, Notes, and Bibliographies)"; and (10) "What Is Plagiarism?" (DC)

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ACC STUDY GUIDE SERIES

Austin Community College, 1983

Rio Grande Campus

JC830804

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ACC Study Guide Series

THE MEDIA COLLECTION

(We have more than books in the LRC)

Most people think of books when they plan to use the library, but the ACC Learning Resource Centers' media departments offer a variety of materials that provide alternatives to the printed page. Learning how to use the programs and equipment in the media department can greatly enhance your studies at ACC.

What Are Media Resources?

You have probably heard several different names used for media materials, such as *audio-visual, A-V, non-print media* or *non-print materials*. All refer to items which use some kind of visual or sound presentation instead of, or in addition to printed information. These include filmstrip programs, tape recordings, records, films, videotapes, and transparencies.

Where Are the Media Materials?

At the Rio Grande campus, Media Services is located at the west side of the LRC. The media area is filled with equipment (called "hardware") for student use. This equipment includes projectors for filmstrips, slides and filmloops, videotape players, and audiocassette players. Most equipment has operating instructions attached, but if you feel uncertain, go to the media office next to the media area and ask for help. At Rio Grande, the media area also houses all the media programs (called "software").

At the Ridgeview campus, the hardware is in the main library room and the software programs are shelved in the media cabinet. Ask the librarian for assistance.

In the Catalog

Media software programs are described in the library catalog so you can distinguish them from books. For example, a filmstrip program entitled *Economics & the American Dream* appears as follows:

> Economics and the American Dream [Filmstrip].
>
> New York: Newsweek, 1975. 3 rolls (297 fr.) : col.; 35 mm. & 3 cassettes (54 min.), teacher's guide, 2 case studies, and simulation exercises.

A special code (called a "media designator") is assigned to each call number to identify the item's format. The call number for the filmstrip in the above example is:

> HC
> 103 } —call number
> .E26
>
> RDV } —campus
> RGC } location
>
> FS —media designator

Other media designators are:
AC—audio cassette
AD—audio disc (record)
FL—filmloop
FM—microslide viewer
MP—motion picture
SL—slides with audiocassette
SO—slides without audiocassette
TR—transparency
VC—videocassette
VB—videocassette--Betamax

Instructional Television

ACC offers a number of ITV (Instructional Television) courses each semester with subjects ranging from government to business to the life sciences. These ITV course modules are presented on videocassettes which can be viewed at your campus LRC or selected Austin Public Library branches. At Rio Grande the videocassettes are available (self-service) in the media area. The videocassettes are on reserve at Ridgeview; ask for them at the circulation desk. For more information about the ITV courses, ask for the program brochure at the LRC or call the Independent Study office (ext. 277) for more information.

Using Media Resources

The ACC media programs are for student use in the library. If you find a program you want to use for a class presentation, ask your instructor to check it out for you. The media department can provide you with equipment and instructions on presenting the program. Often a good slide presentation, videotape, or film is the best way to illustrate a topic. Learn to use the ACC media department and you will expand your resources beyond the printed page.

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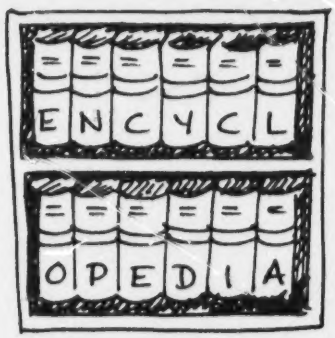
ACC Study Guide Series

ENCYCLOPEDIAS



Encyclopedias are a good place to begin research. Encyclopedias offer:

- An *overview* of the topic. (This provides you with brief balanced background information.)
- A discussion of *key words, issues, events, and people* involved. (You can use these as subject headings in the library catalog and periodical indexes.)
- An *outline* of a large topic. (Notice the bold type dividing sections of an article. These can help you narrow your topic.)
- A *bibliography* or list of authoritative books on the topic. (These can also be checked in the library catalog.)

Even if your instructor does not want you to use a general encyclopedia article as a reference in a paper, the information an encyclopedia provides will help you.

When using an encyclopedia, check its index to be sure you've located all the articles on your subject.

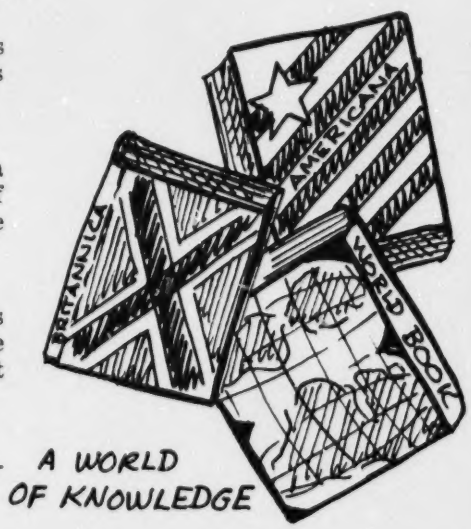
GENERAL ENCYCLOPEDIAS

REF AE 5 .W55 — *World Book Encyclopedia*—22 volumes
World Book provides easy to read information that meets basic reference needs. However, it does not list bibliographies at the end of articles.

REF AE 5 .E333 — *Encyclopedia Americana*—30 volumes
The *Americana* is an excellent encyclopedia. It serves as "a bridge between the world of the specialist and the world of the general reader." Its articles are more in-depth than those in *World Book*.

REF AE 5 .E363 — *Encyclopedia Britannica*—30 volumes
The most comprehensive encyclopedia in this collection is the *Britannica*. Using it requires practice and thought because it is organized in 3 sections. The reference librarian can assist you.

REF AE 61 .M6 — *Monitor*—13 volumes
Monitor is a beautifully illustrated Spanish-language encyclopedia.



SPECIAL ENCYCLOPEDIAS

A special encyclopedia provides more detailed information in its subject area than a general encyclopedia. A few of the many subject encyclopedias in the reference collection are listed here. If you don't see what you need, ask a reference librarian for help.

International Encyclopedia of the Social Sciences—17 volumes—REF H 40 .A2 I5
McGraw-Hill Encyclopedia of Science and Technology—15 volumes—REF Q 121 .M3 1982
Encyclopedia of Philosophy—4 volumes—REF B 41 .E5
Dictionary of American History—8 volumes—REF E 174 .D52 1976
Worldmark Encyclopedia of the Nations—5 volumes—REF G 63 .W67 1976
Encyclopedia of the Third World—3 volumes—REF HC 59.7 .K87
Encyclopedia of Education—10 volumes—REF LB 15 .E47
Grove's Dictionary of Music and Musicians—10 volumes—REF ML 100 .G8863 1959
Encyclopedia of World Art—15 volumes—REF N 31 .E4833
Encyclopaedic Dictionary of Physics—14 volumes—REF QC 5 .E5
Encyclopedia of Bioethics—4 volumes—REF QH 332 .E52
Grzimek's Animal Life Encyclopedia—13 volumes—REF QL 3 .G7813

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ACC Study Guide Series

FINDING BOOKS

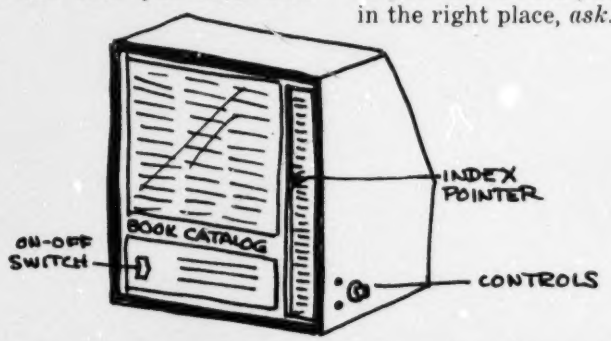
Instead of the traditional card catalog, the ACC Learning Resource Centers use a catalog that lists book and audiovisual materials on a microfilm reader like the one pictured below.

How To Use the Catalog

The on-off switch is on the front of the machine. On the right side are silver knobs to press for moving the film quickly. The large black knob moves the film slowly.

To Begin, Check the Section You Want

The library catalog is divided into three parts: *author*, *title*, and *subject*. Each part is arranged alphabetically. If you don't find what you are looking for in the catalog, ask one of the reference librarians for help. They are familiar with the catalog, as well as other information sources. Consulting a librarian will save you time and effort.



Next, Pick the Books You Want

Examine the entries to determine which library materials meet your needs. Below is a sample entry. You may want to note the *author*, *title*, the *subjects* it covers, the *date of publication*, and the *number of pages* of several books before you pick the one you want.

Copy the Complete Call Number

The call number is to the *LEFT* of each entry. You must copy the complete call number (all lines, all letters and numbers) to be sure to locate the book. The campus locations (RGC and RDV) are below the call number.

Find the Books on the Shelf

Locate the section of shelves which corresponds with the top line of the call number. For example, B is shelved before BF, BF before BL, etc. Once you've located the letter section find the next line.

BF	is shelved before	BF
721		1121

However, the third line is treated as a decimal, so that

BF	is shelved before	BF
721		721
.A23		.A3

If you aren't sure you are looking in the right place, *ask*.

What If the Book Isn't on Shelf?

a) If you can't find the book, the circulation staff can tell you if it is missing.

b) If the other campus library has a copy on its shelves, the book can be checked out over the phone and sent to your campus for you to pick up.

c) As an ACC student you have access to the Austin Public Library (APL) free of charge regardless of your residence. The APL catalog is available at both ACC libraries. For a small fee you can obtain a UT library card. ACC librarians can check to see if a particular book you want is at UT. The ACC library can also borrow materials from other libraries. (It will take time, however). Please ask for further details on these options.

Finally, Decide Which Books To Use

Since materials of similar subject are shelved together, try browsing through the books shelved around the book(s) you were trying to find. Sometimes the best sources are ones you just run across!

Look through the index and the table of contents of the books you think you want. Will the book really be useful to you? If not, leave it.

Look for a bibliography (a list of sources) at the back of the books. If you find good sources listed, check these sources in the catalog as well.

	BURKE, JAMES, 1936-	← author
call number →	T 15 .B76 1978	
	Connections/James Burke:	← title/author
	1st American ed. Boston:	← place of publication
	Little, Brown, c1978.	← publisher and date of publication
campus locations →	RGC RDV	
	304 p.: ill. ; 26cm	← pages
	Bibliography: p. 296-298	
subject tracing →	1. Technology—History.	
	I. Title	
	M04494136 78-21662	

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ACC Study Guide Series

FINDING A DICTIONARY OR THESAURUS

Look in a dictionary to check the definition of an unfamiliar word. Simple? Maybe not. Word meanings change over time and vary in context. The coverage of dictionaries varies and they do not always agree on definitions, proper usage, or word origins. Keep these things in mind when using dictionaries.

General Dictionaries

Most general dictionaries include spelling, pronunciation, part of speech, definitions, etymologies (the history and derivation of the word), synonyms (words with similar meanings), and some notes on correct usage. However, some dictionaries are *proscriptive* (they tell you that "ain't" is unacceptable) and some are *descriptive* (they say many people use "ain't").

Unabridged Dictionaries

Large "unabridged" dictionaries include most English words in common usage. These are kept on dictionary stands in the ACC libraries.

Desk Dictionaries

Abridged or desk-sized dictionaries are shorter than the unabridged. These are also kept on the dictionary stands, but can easily be taken to a desk to use while studying.

Specialized Dictionaries

Special dictionaries cover certain aspects of words in more depth than a general dictionary. The ACC libraries have dictionaries on etymology, usage, slang, synonyms, foreign languages, foreign phrases, abbreviations, pronunciation, rhymes, and dialects as well as subject dictionaries. A few of these are listed below. Ask a reference librarian if you need others. All are in the reference area by call number.

History & Usage

- *Compact Edition of the Oxford English Dictionary*
  REF PE 1625 .N53 1971

  Covers the origin and history of words. Includes quotations showing how words were used at particular time periods.
- *Dictionary of Contemporary American Usage*
  REF PE 2835 .E84

  Discusses correct word usage, grammar, idioms, cliches.
- *American Usage and Style: The Consensus*
  REF PE 1460 .C648

  Compares the opinions of many dictionaries on points of usage.
- *Dictionary of American Slang*
  REF PE 2846 .W4 1975

  Lists American slang and explains usage.

Foreign Language

Arabic, French, German, Italian, Latin, Portuguese, Spanish, and Vietnamese dictionaries are available. Ask the reference librarian to show you where they are found.

- *The University of Chicago Spanish Dictionary*
  REF PC 4640 .U5 1977

  Contains basic words, phrases, and idioms in a concise Spanish-English, English-Spanish format.

Subject Dictionaries

The library has hundreds of subject dictionaries, far too many to list. Subject dictionaries define jargon and specialized meanings of words in a particular field. For example, there are dictionaries for economics, electronics, fashion, physics, psychology, etc. Ask a reference librarian to locate the one you need.

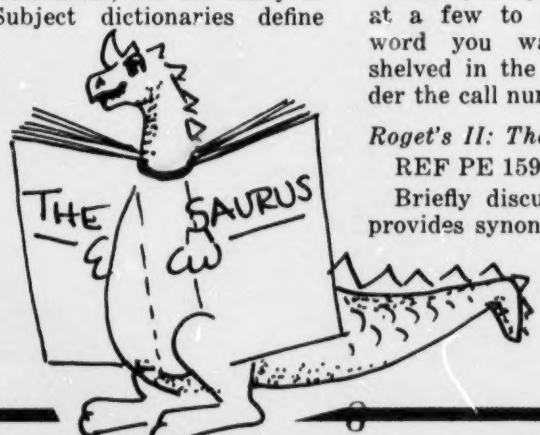
Thesauri

When you are searching for an alternative word, you can use a thesaurus or dictionary of synonyms. These books list words with similar meanings. However, you must be very careful when using a thesaurus, because a word may carry a *connotation* or suggestion of meaning that you may not realize. For example, both "dignitary" and "big shot" can be used to describe an important person, but their connotations are different.

The library has several different thesauri, and you may want to look at a few to find the particular word you want. Thesauri are shelved in the reference area under the call number PE 1591.

Roget's II: The New Thesaurus
REF PE 1591 .R737

Briefly discusses meanings and provides synonyms.



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ACC Study Guide Series

FINDING PERIODICAL ARTICLES

Why Use Periodicals?

Many times you will find that periodicals (magazines, journals, and newspapers) are the best source for the information you need. *Newspapers and news magazines* provide information and pictures that are timely and focused on current, high interest issues. Other *topical magazines* report on issues of specific interest, synthesizing facts and opinions to present in-depth, detailed coverage. *Scholarly journals* provide the major voice for researchers and scholars to present new developments in their field.

Books can never present information as quickly or concisely as periodicals and many important events which appear in magazines and newspapers will never be printed in books.

Finding Your Topic

To help you gain access to information in periodicals, various *indexes* have been developed which arrange periodical articles by subject so you don't have to leaf through every magazine to determine what was written about your topic.

ACC libraries subscribe to many different indexes which provide specialized coverage in selected subject areas. There are several different index formats but most are easy to use and present the same basic information. The following example from *Magazine Index* illustrates some of the basics:

DISARMAMENT

The sin of silence. il Bulletin of the Atomic Scientists.

v 36 Nov '80—p 10 (4)

Under the topic DISARMAMENT, this example lists an article, "The Sin of Silence," which appeared in the November 1980 issue from Volume 36 of the *Bulletin of the Atomic Scientists*. The article is illustrated (il); it begins on page 10 and is four pages long.

Since each index includes slightly different abbreviations and information, it is helpful to check the front or back of the volume and find the explanatory key to the system.

ACC subscribes to many periodical indexes including:

- Applied Science & Technology Index
- Book Review Digest
- Business Periodicals Index
- Humanities Index
- Magazine Index
- New York Times Index (newspaper)
- Psychological Abstracts
- Public Affairs Information Service
- Readers Guide to Periodical Literature
- Short Story Index
- Social Sciences Index

Locating the Periodical

At ACC the periodicals are arranged alphabetically by title. Some of the back issues start as early as the 1960's but most start in the 1970's or 1980's. *The New York Times* is available for selected years starting in 1851.

To find your article you should note:

- Complete title of the periodical
- Date of the issue you want
- Title of the article you want
- Page numbers

Check the *ACC Periodical List* which notes campus location and starting dates for all magazines and newspapers at the Rio Grande and Ridgeview campuses. If we do not have what you need, you should check the lists from the Austin Public Library and the University of Texas libraries.

If you still cannot find the issue, ask the librarian about the *interlibrary loan service* which obtains photocopies from locations outside the city. This service takes time—at least 2 weeks and sometimes as long as 6 weeks.

Many back issues are stored on microfiche or microfilm instead of the original paper copy and must be viewed on reader/printers in the library. You can use these machines to make a paper copy from the film or fiche. Ask a librarian if you need help with the reader/printer.

Periodicals are invaluable resources for research and study. Learn to use the indexes and locating tools which are available and you will soon discover the vast wealth of information they can provide.

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ACC Study Guide Series

SEARCH STRATEGY

A search strategy is an organized plan for library research. This study guide will help you develop a search strategy.

Before you start library research for a class assignment, you should have a search strategy or plan in mind. A good search strategy saves you time and helps you find the best and most appropriate information sources available. Good sources lead to good papers.

Search strategy will vary with your topic as well as the amount and type of information you need. For example, research for a two minute speech will be different from that required for a ten page paper. The following sample strategy can be adapted for most library research.

Get the Background Information

If you can't briefly summarize the major aspects of your topic, check your textbook or an encyclopedia. Encyclopedias provide:

- a brief overview of the topic
- a discussion of key issues, events, and people
- a bibliography, a list of sources on the topic

General encyclopedias are shelved under the call number AE in the reference area of the library.
Specialized encyclopedias are also available for many subjects. Ask the reference librarian if there is a special encyclopedia for your topic.

Find Books on the Topic

Use the library catalog to locate books on your topic. You can begin by checking for the books listed in the bibliography at the end of the encyclopedia article you read. Then check the library catalog by subject. The ACC study guide **FINDING BOOKS** gives further details on locating books.

Find Periodical Articles on the Topic

Articles in periodicals (magazines, journals, newspapers) update information found in books. By using a periodical index, you can pinpoint articles on your topic.

Read the ACC study guide **FINDING PERIODICAL ARTICLES** or ask a reference librarian for further help in locating periodical articles.

Use Other Resources

The library catalog lists *audio-visual materials* and each LRC has viewing/listening equipment for your use.

ACC librarians maintain files of *pamphlets* and *newspaper clippings* on popular topics. These can be quick and easy ways to find information.

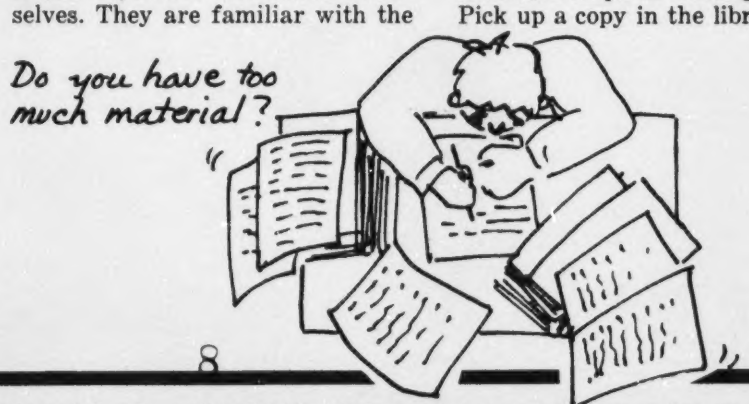
Your best information resource is the *reference librarians* themselves. They are familiar with the library collection and much, much more. Tell them your topic and watch them go to work. They may call city hall or do a computer search for you.

Evaluate the Results

Examine the library material you have compiled. Then ask these questions:

- Do you have too much material to cover in your paper?
  If so you need to narrow your topic. See the ACC study guide **SELECTING AND NARROWING A WRITING TOPIC.**
- Do you have too little information?
  Ask the reference librarian or your instructor for further sources.
- Are your information sources reliable?
  Books—You might want to check book reviews or examine the author's credentials. The reference librarian will show you how.
  Magazines — Some popular magazines are not reputable sources for papers. Magazines with sensational headlines or pictures of movie stars may not be considered appropriate sources by your instructor.

If you have enough reliable material to cover your topic, your search is complete. The ACC study guide **THE WRITING PROCESS** describes steps in writing a paper. Pick up a copy in the library.



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ACC Study Guide Series

SELECTING AND NARROWING A WRITING TOPIC

Finding and limiting a good topic is often the hardest part of a writing assignment. This study guide is designed to help you get started. If you follow the steps below, you'll find your writing projects easier, faster, and more interesting.

Find Out About Your Assignment

Before you begin work on a writing assignment, be sure that you understand it. Ask your instructor when the paper is due, how long it should be, and if there are any restrictions on the subject. You should feel sure about what you will learn from the assignment.

Example: You have a 3–5 page paper on city government due in three weeks. Your paper must discuss a current issue or event.

Tap Your Own Interests

Now that you understand the assignment, try to find topics you like. Consider topics from the news, from your job, or from interesting courses you have taken. Above all, pick topics that define your own ideas and interests.

Example: You live beside a creek polluted by industrial waste from a nearby factory. You'd like to find out how and why the city granted the factory permission to build and operate.

Test Your Topic

When you have a general idea of what you'd like to discuss, limit your topic by getting feedback about it from others. Try talking your ideas over with friends and instructors. Look for ideas in the library. See how others have treated your topic. Then find your own approach. Just to organize your ideas on paper, try writing a very rough draft or listing ideas you'd like to include in your discussion.

Example: Your neighborhood association tells you about the controversy the factory created at the time it was built. You find that a similar issue is being discussed in City Council hearings. Your reference librarian helps you locate information about zoning and building permits. You decide to discuss the current issue about building permits for factories.

Test Your Limited Topic

Now test your narrowed topic. Do you still find it interesting? Is information about it available? Will you have time to research and write this topic before the paper is due? If your answer to these questions is yes, get started. If you don't like the topic or feel that it needs more narrowing, keep working.

Example: Your limited topic has become: How Does City Government Approve New Industrial Projects? You still find the subject interesting, you know that there's plenty of printed material available and that you can discuss the subject with city councilmen. You have 12 days left in which to write and do research, and your instructor thinks that you have a great topic.

Plan Your Limited Topic

Once you've decided on, limited, and tested your writing topic, you are ready to plan your paper. Break the writing into steps. Then set deadlines for each step. Be realistic, and be sure to give yourself time to revise and prepare your finished draft before the paper is due.

The ACC study guide **THE WRITING PROCESS** describes the steps involved in writing a paper. Pick up a copy in the library for ideas.

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ACC Study Guide Series

THE WRITING PROCESS

All writers go through a series of creative steps in developing and preparing written work. If you use these steps, your writing assignment will be easier and more successful. But remember, every writer is different, so adapt these steps to your style.

Prewriting

The most creative part of writing happens before you write. Try a list of interesting ideas, talking about these ideas, picturing your finished paper the way you'd like it to be. (See the ACC Study Guide **SELECTING AND NARROWING A WRITING TOPIC** for more ideas).

Those who skip prewriting often have trouble starting to write.

Planning

Keep your topic manageable. Realistically consider the requirements of your assignment and how much time you have to do it. Ask questions like:

- When is the assignment due?
- Does it require research?
- How long will the paper take me to write?
- Does it have special requirements, like illustrations?
- How should the final paper look?

Now set up deadlines and a realistic timetable for the next four steps.

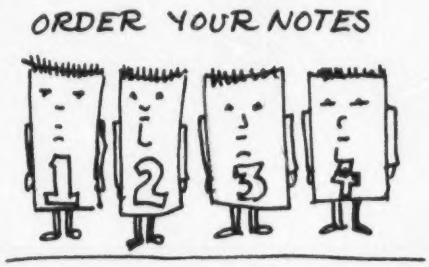
Research

Every paper, even a paper based on first-hand experience, benefits from research. First, decide how much you need to find out before you start looking. In the LRC you'll find a series of handouts on using library resources. Using these handouts to plan a search strategy will save you time and headaches.

Second, take legible, accurate, and complete notes. Jot down where you found each piece of information. Use whatever system of notetaking you find useful. (Notecards, for example, are easy to handle and rearrange.)

Organizing

Now you must organize your research information to fit your project. Some writers use outlines, others just order their notes. As you organize, you will be deciding exactly what your paper will include, and the order in which the information will be presented.



Rough Draft

The rough draft has one purpose: to get your ideas down on paper in an orderly way. Here are some guidelines:

- Write fast.
- Follow your organizational plan.
- Don't stop for corrections.
- Don't include any last minute ideas.

When finished, set your paper aside for a while—a few days, even overnight. This time will give you a little critical distance from your rough draft to better see the changes that should be made.

Finishing

Finishing is the longest, and often most important step. Frequently it means a better grade. Finishing refines your rough draft as you review it several times for *completeness*, *order*, and *correctness*.

Completeness means:

- You have a well-developed central idea.
- Your finished paper fulfils the assignment.
- You use examples that back up your main idea.

Order means:

- You include all steps in your reasoning as you prove a point.
- Your thinking is clear enough for others to follow.
- You explain your topic at the beginning and sum it up at the end.

Correctness means:

- You document all quotations and borrowed ideas correctly.
- Your paper is free from mistakes in grammar, spelling and punctuation.
- You write in a clear way throughout the paper.
- You prepare the finished draft neatly.

When you have completed the finishing step, your paper should make sense, sound good, and look neat. If it does, you're ready to turn it in.

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ACC Study Guide Series

DOCUMENTATION

(Doing Quotes, Notes, and Bibliographies)

In order to acknowledge your use of words or original ideas of another person in your own writing, you need to *document* your writing by using *quotation marks*, *footnotes* and *bibliographies*. These will show your reader exactly what you have borrowed from other writers. Documentation will also show your reader exactly where you located information and will let your reader see the authors and kinds of thinking you found useful.

Quotation Marks

Quotation marks (" ") are a form of punctuation used to mark a direct quotation. Quotation marks indicate that you have used borrowed words exactly as they appear in your original source. Always enclose a quotation in quotation marks, and always use a footnote to indicate the source of your quotation.

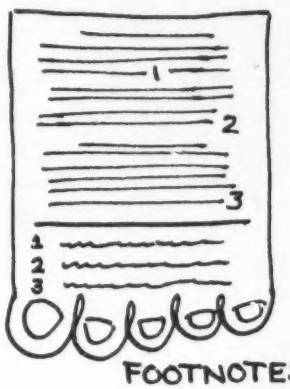
Footnotes

Footnotes acknowledge your use of the words or ideas of another person and tell your reader where you located these materials. Sometimes you can explain the source of a borrowed idea in your own writing. However, in most college writing you must use a footnote to show your source for borrowed material.[1]

Footnotes always appear at the end of borrowed information. You must use a new number every time you present a new borrowed quote or idea, even if you use only one or two sources. Each numbered footnote refers to a correspondingly numbered source. You can list numbered footnote sources at the bottom (or *foot*) of each page on which notes appear, or you can place all your footnote sources together on a page at the end of your paper.

What Should You Footnote?

Footnote all direct quotations except popular sayings, Bible verses, and very famous literary quotations. You must footnote all opinions that are not your own and any important or controversial facts you take from sources. You yourself will have to judge if a fact is important enough to deserve a footnote. Be fair to your sources and to yourself: *when in doubt, footnote.*



FOOTNOTES

Bibliographies

A bibliography is a list of sources you have consulted in preparing a piece of written work. It should include all the sources you found useful, not just the ones you quote. Arrange bibliography entries in *alphabetical order* by the last name of the author of each source. If your source doesn't list an author, then arrange the entry by the first letter of the first important word in the title.

Be sure to provide complete information about each source in your bibliography. For books, include (in this order) : author, title, city of publication, publishing company, and year of publication.

Example:

Smith, Sally. *New Directions in Study Skills*. New York: Worthy Press, 1982.

For articles, complete information includes (in this order) : author, title of article, title of periodical, date, and pages on which the article appeared.

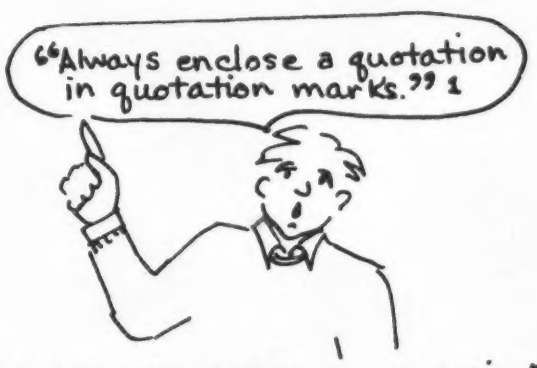
Example:

Edwards, Michael. "Bulls and Bears." *Business World*, September 5, 1982, p. 4–8.

Format For Footnotes And Bibliographies

Different manuals have slightly different guidelines for preparing footnotes and bibliographies. Two of the most reliable manuals are: *The MLA Style Sheet* and *Student's Guide to Writing College Papers* by Kate Turabian.

Be consistent in using the format of the manual you decide on. ACC has copies of several manuals for your use. Ask your instructor for suggestions.



1. ACC HANDOUT, "Documentation."

[1] This is a model footnote. Remember, always place a footnote *after* a quotation or borrowed ideas in your text. Be sure to list the author and title of the source and the page on which you found the borrowed information.
Example:
Sally Smith, *New Directions in Study Skills*, p. 17.

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ACC Study Guide Series

WHAT IS PLAGIARISM?

Plagiarism (pronounced PLĀ jar ism) means passing off the words or ideas of another person as your own. Writers can also plagiarize by failing to acknowledge the source of borrowed ideas in their writing.

Why Is Plagiarism Wrong?

Writers value their work. To steal words and ideas, which are a writer's property, is grossly unfair to the writer and prevents the plagiarist from inventing original ideas of his or her own. Writers and teachers cannot condone plagiarism. To them, it's intellectual theft. It also prevents students who plagiarize from finding and using the most important ideas of all—their own.

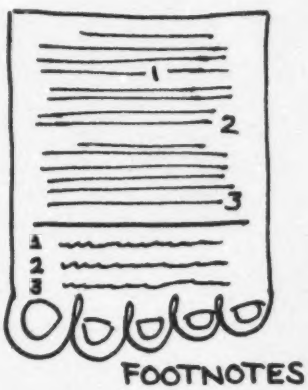
Why Is Plagiarism Serious?

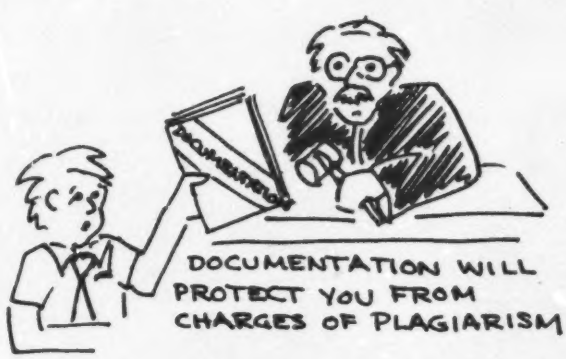
All colleges, schools, and universities consider plagiarism a scholastic offense and punish students who plagiarize. Here at Austin Community College the course catalog describes plagiarism as "Scholastic Dishonesty." It also describes the actions the College can take against students who plagiarize. To avoid charges of plagiarism, you need to *document* your writing.

How To Avoid Plagiarism

It's acceptable to use the words and ideas of another person, but you must acknowledge that they are not your own. Use quotation marks and a footnote when you use another writer's words; use a footnote when you borrow ideas, whether or not those ideas are in your own words. A bibliography, a complete list of sources—like books, articles, interviews, or lectures—should appear at the end of any piece of writing you used sources to prepare.

Quotation marks, footnotes and bibliographies, which are called *documentation*, will protect you from charges of plagiarism. To find out more about how to use documentation, see the ACC study guide **DOCUMENTATION.**





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